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Approved For Release 2005/11/21 : CIA-RDP70-00211R000300050098-5

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**RETURN TO**  
**RECORDS MANAGEMENT DIVISION**

Chief, Regulations Control Staff

15 FEB 1955

Chief, Records Management Division

Publication of Proposed Notice  Commercial Forms Index

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1. As previously discussed by  Forms Management Branch with  of your staff, request publication of the attached proposed Notice No.  Forms Management - Commercial Forms Index. Its issuance, to be followed at a later date, by functional and alphabetical indexes, will be in general accordance with the provisions of paragraph I, CIA Regulation  and will fill the void left when R  15 January 1953 was rescinded because of obsolescence.

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2. A previous draft of the Index was submitted to and coordinated with Area Records Officers of all components and offices including DN/P. Recommended changes have been incorporated in this draft. As a result of this coordination 125 forms of other Government agencies, including a number of Standard Forms were declared applicable to the Agency and 129 forms were obsoleted. The listings are current as of 31 December 1954.

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3. In view of the general demand for timely information of this nature, publication of the index should be expedited if at all practicable.

MS/RMD/FME/RDR:ghk (8 February 1955)

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